

MINISTER'S ORDERS



SECRETARIAT OFFICE MANUAL SERIES

MINISTER'S ORDERS

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1 ROLE OF CIRCULATING OFFICER

- (1) The circulation of cases can be ordered only by the Secretaries and other Officers authorized to do so under AP Government Business Rules or Secretariat Instructions.
- (2) Prepare a 'note for circulation' in the prescribed format prior to sending a file to the Minister-in-charge / Governor.
- (3) The following cases do not require a 'note for circulation', in the prescribed format. Record your views and send the files straightaway to the Minister-in-charge.
 - (i) Cases to be circulated to the Minister for information;
 - (ii) Cases in which the views of Heads of Departments are accepted and consultation with advisory departments is not necessary;
 - (iii) Postings and transfers of personnel;
 - (iv) Cases of legislative Assembly Questions and assurances made in the Legislature; and
 - (v) Cases which do not involve policy or have financial implications.
- (4) If a case is to be treated as 'Special', mark it so on the case itself while ordering its circulation.
- (5) After ordering circulation, send the file to AS/ SO, unless you want to prepare the note for circulation yourself.

2 ROLE OF ASSISTANT SECRETARY

- (1) Generate the weekly lists of papers circulated to the Ministers and the Governor and pending with them for over seven days in following Form:-

Week ending: _____

Department: _____

File No.	Subject	Date of circulation

3 ROLE OF SECTION OFFICER

3.1 Run pre-circulation check list

- (1) Check the case, note and draft before circulation for the following.
 - ☐ Correct head is selected for the file
 - ☐ The case is complete
 - ☐ Note is not exceeding one page and additional information is in attachment / correspondence file.
 - ☐ The referencing is proper
 - ☐ The note bears the digital signature of the officers who prepared it
 - ☐ Checked and corrected the notes and drafts with reference to any omissions, misstatements of facts or other inaccuracies and brought to the officers notice before passing on the case.
 - ☐ Case is marked 'special' (ex. files circulated to Governor/CM/ Minister) by the officer ordering the circulation exist.
- (2) Bring to the notice of officer concerned if any paper which under the Business Rules and Secretariat Instructions or by practice or by special orders should be circulated and is not marked for circulation.

3.2 Monitor special files under circulation

- (1) See that 'special' cases marked for circulation to any Minister reach him/them and are obtained back with orders or a note with the least delay. Deploy a section assistant if needed.
- (2) Draw attention of the Ministers' PS/ OSD over phone or in person or electronically to the pending cases.
- (3) Furnish the information needed by the Minister-in-charge during circulation.

3.3 Confidential files

If security classified papers are sent physically, send them in sealed covers or locked boxes to the Minister's peshi through an Assistant.

3.4 Return journey from circulation

- (1) If the file has not been seen by the Secretary after return from circulation, send the file to him.

- (2) If the file is held with the Secretary for more than 24 hours after being seen by the Minister, immediately call the Secretary and inform him.

4 ROLE OF ASSISTANT SECTION OFFICER

4.1 Generation of circulation register

Generate the cases for circulation in the circulation register below:-

Department	File No.	To whom circulated	Date of circulation	Date of return

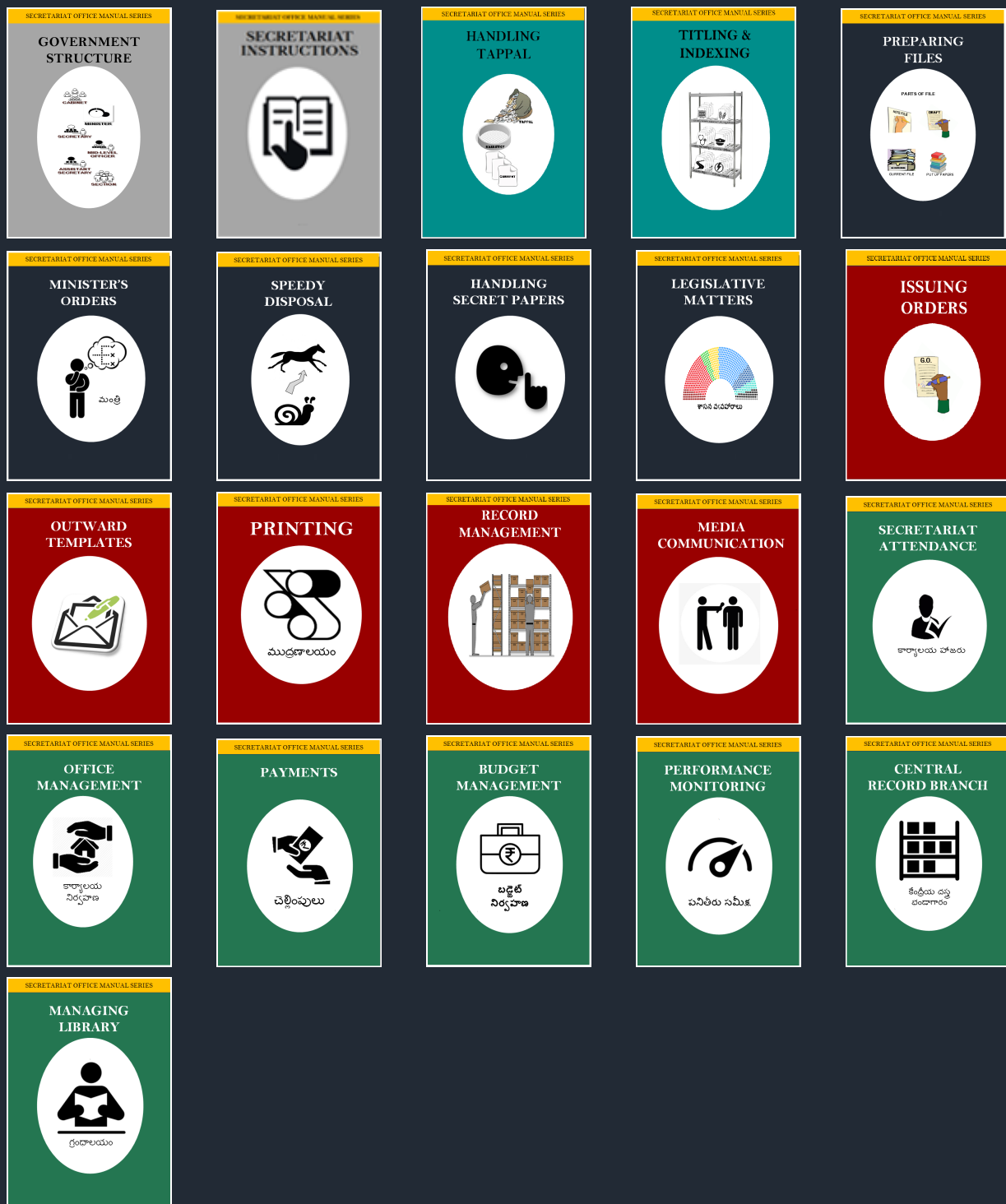
4.2 Pending files

- (1) Send reminder email through the AS /MLO direct to the PS/ OSD to the Minister or Secretary to Governor, if the files are not returned within seven days from the date of circulation.
- (2) If the file is still not returned within 2 days, immediately bring it to the notice of the Secretary for in-person/ telephonic discussion with the Minister.
- (3) The Secretary may pull back the file after circulation to Governor / C.M. / Minister after intimating the P.S. to Minister/Secretary to C.M./Secretary to Governor.

5 ROLE OF PS TO MINISTER/ SECY. TO C.M./ GOVERNOR

5.1 In case of e-office files

- (1) Keep a tab on time bound files and update the Minister/Governor while he is on tour.
- (2) Ensure that the digital signature dongle remains in the personal custody of the Minister/Governor.
- (3) Brief the Minister/Governor about the order of circulation and verify if the file is sent to the correct functionary as per the order of circulation. In case of any error immediately bring it to the notice of the Minister/Governor, pull back the file and send it to the right functionary.
- (4) Prepare daily list of files pending with the Minister/Governor and appraise him for quick disposal.



- Introductory
- Inward
- Outward
- Decision Making
- Office procedure

GENERAL ADMINISTRATION DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

